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MEMORANDUM FOR: Special Support Assistant to the Deputy Director (Support)

SUBJECT : Proposal for Revised Table of Organization (Hdqs)

1. In view of the functional and organizational changes being effected within the PFC Staff, a proposed T/O accurately reflecting functions, personnel responsibilities and revised staffing pattern is submitted for approval.

2. The revised Table of Organization includes:

a. Merger of the Cold War Plans Division with the Reports and Analysis Division with realignment of personnel positions and functional responsibilities as indicated on attachment 1 and 2.

b. The addition of [] eliminating the continuous requirement for double slotting. This proposal brings the T/O positions in line with personnel strength and authorized personnel ceiling. All [] occupied by military personnel.

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c. Adjustment of secretarial and clerical positions to accurately reflect the staffing pattern and position responsibilities. (The average grade and costs for these positions is decreased by the reduction of one position.) The grade comparison schedule is:

	<u>Current Grade</u>	<u>Proposed</u>
GS-9	2	2
GS-7	7	7
GS-6	5	5
GS-5	<u>3</u>	<u>2</u>
Average Grade	6.6	6.3

d. Reclassification of position #245 from GS-9 to GS-11. Incumbent has been assigned greater responsibilities as indicated on attachment 3. Increased costs of the reclassification will not affect overall Staff costs since this increase is offset by the reduction of one secretarial position.

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Acting Chief, Planning and Program
Coordination Staff

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